

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
May 4, 2015

The Lyndon City Council met in regular session on Monday, May 4, 2015, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Smith called the meeting to order.

a) City Clerk called roll of the City Council. Mayor Brandon Smith and members Doug Watson, Darby Kneisler, Chris Cole, Bill Patterson and Steve Morrison present.

City Staff present: City Attorney, Pat Walsh (7:09) ; Betty Thompson, City Administrator; Julie Stutzman, City Clerk; David Wilson, Public Works Supervisor; and Darrel Manning, Chief of Police.

Others present: Kelly Hurla, Osage County Herald Chronicle.

2. OATH OF OFFICE: Oaths of office were given to Brandon Smith, Mayor; Bill Patterson and Steve Morrison, Council members.

3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

a) Kneisler made the motion to approve the regular meeting minutes of April 20, 2015 as read. Cole seconded, motion carried.

4. PUBLIC COMMENTS: Justin Graham stated in past years the City donated \$1,000 for the fireworks show on July 4th. It was consensus of the Council not to donate due to the City's donation policy; however, it will be passed on to Pride at their meeting tomorrow night.

5. CORRESPONDENCE TO COUNCIL:

- Pledge of Securities from Lyndon State Bank as of March 31, 2015.
- Public Wholesale Water District #12 Annual Meeting minutes and regular meeting minutes of April 15, 2015.
- Copy of a letter from Mediacom regarding channel changes.
- Copy of a letter from KCPL regarding the proposed increase of 12.5% in retail rates that will begin October 1, 2015 if granted.
- Copy of McDaniel Benefit Golf Tournament flyer.
- Thank you notes from the LEMS PTO, Lyndon CBW and MdCV Elementary thanking for donating pool passes to their events.

6. UNFINISHED BUSINESS:

a) CDBG GRANT UPDATE: The City Administrator provided an update to Council about the CDBG grant and asked them to fill out a survey and return it to her by the end of the meeting. The City Administrator stated she attended the CDBG workshop and decided she would collect surveys by going door to door to start without doing the mailing. She stated she wanted to focus on getting surveys from

those who most likely would fall in the low-moderate income category. She provided Council a map of the areas of town she has canvassed and has collected 87 surveys thus far. Currently in the City there are approximately 447 households, so 228 or 51% need to fall into the low-moderate income level to meet the requirements of the grant. They still need to collect 141 surveys that are in the low-moderate income to get to 51%. The Council received the list grant deadlines and information on the project rating scale, engineering services, grant administrator services, and estimated costs related to the project not paid for by grant funds. The application deadline is June 1, 2015. The City Administrator discussed with Council the options she discussed with Bruce Boettcher from BG Consultants that included upgrading the bathrooms at Jones Park, building a community storm shelter or paving the parking lot at Jones Park. It was noted once the survey is completed and meets the 51%; the information can be used for grants until the next census data comes out. Patterson asked about the deadline for the other CDBG grant and the City Administrator stated the deadline for the regular round is September 1, 2015. After further discussion, it was consensus of the Council to proceed with the residential survey for use in the future, however, to not proceed with the special round grant at this time.

- b) PWWSD#12 CONTRACT: The Council was provided a copy of the current Public Wholesale Water Supply District #12 contract with the City to review. PWWSD#12 and the City entered into the contract on February 24, 2005 for a period of 40 years. The City Attorney stated no change to the contract is needed. After further discussion, it was consensus of the Council to the contract removed from the Master List.
- c) POOL: Council received the 2015 Pool Rate schedule and a copy of the current Pool Policy Manual with rental agreement to review.

7. NEW BUSINESS:

- a) MAYORAL APPOINTMENTS: Patterson made the motion to nominate Chris Cole as the Council President. Watson seconded, motion carried.

Cole made motion to approve the Mayor's re-appointment of City staff as listed, the appointment of Jacque Miller to the three-year position on the Joint Recreation Commission, and re-appointments of the Planning and Zoning Board, and Tree Board as listed. Watson seconded, motion carried. (See attached appointment list)

8. STAFF REPORTS:

- a) POLICE: The Council received a copy of the Police Activity Report for April/May 2015.
- b) PLANNING AND ZONING: Next meeting is Wednesday, May 6th, 2015 at 6:30 p.m., City Hall and the Commission requests the Mayor attend.
- c) PUBLIC WORKS: Council received a copy of the Maintenance report. The Maintenance Supervisor discussed the meeting he had with the Mayor and Bruce Boettcher of BG Consultants regarding the sewer plant options and continued issues.

- d) CITY CLERK: The Council received a copy of the Clerk's report and briefly discussed the Kansas Debt Setoff program for collecting delinquent bills and other options for collection with the City Attorney.
- e) CITY ADMINISTRATOR: The Council received a copy of the City Administrator's report and discussed it briefly.

There will be a ribbon cutting for EB Sprouts on May 16th at 9:30 a.m. and the grand opening at 10 a.m.

The City Administrator stated we received the draft audit for review and there are no budget violations. She stated she would review it with the City Clerk and invite the auditor to the May 18th meeting.

The City Administrator stated Jason Hoskinson with BG Consultants sent the Work Estimate Form for project inspection services for the Safe Routes to School, Phase II project. Watson made the motion to authorize mayor to sign the Work Estimate Form for inspection services with BG Consultants. Patterson seconded, motion carried.

9. COUNCIL/MAYOR COMMENTS AND REPORTS:

Patterson stated he had not had a chance to work with the Maintenance Supervisor on the trail signage. The Maintenance Supervisor stated he spoke with Bruce Boettcher with BG Consultants who is going to review the measurements, rules and regulations for the sign. Patterson stated he is going to get with the Recreation Director to get the sign updated with baseball schedules.

Patterson inquired about the progress with the Senior Housing Project. Cole stated there is not any action being taken on the project.

Patterson stated he has not been in touch with Brad Loveless recently about working on the trail and planting the trees, however, stated plans need to be made.

Cole stated the group that helped with the citywide cleanup last year will not be returning for the cleanup that is scheduled for June 27th and has not heard of any collaborative efforts. The City Administrator stated Hands-on-Lyndon discussed planning a cleanup on May 30th, however, have moved their focus to the summer lunch program. Cole suggested scheduling those days in conjunction with the City's annual cleanup day to utilize things already in place.

Kneisler stated Caffe Thyme would be closing their doors on Mother's Day.

10. EXECUTIVE SESSION:

Cole made the motion to recess to executive session for ten minutes for non-elected personnel with the City Administrator and City Clerk attending. Morrison seconded, motion carried. Council reconvened with no binding action taken.

Patterson made the motion to recess to executive session for 10 minutes for non-elected personnel with the City Administrator and City Clerk attending. Morrison seconded, motion carried. Council reconvened. Cole made the motion to institute starting pay for lifeguards at \$6.25 per hour and pay caps for lifeguards at \$8.00 per hour, assistant manager at \$8.50 per hour, and to allow for discretion of pay for the pool manager at up to \$10.00 per hour. Patterson seconded, motion carried.

Cole made the motion to offer a summer part-time office assistant position at \$7.25 per hour and authorize the City Administrator to fill that position at her discretion. Watson seconded, motion carried.

11. ADJOURNMENT: Cole made the motion to adjourn to May 18, 2015 at 7:00 p.m. for regular meeting. Kneisler seconded, motion carried.

Julie Stutzman

City Clerk



May 4, 2015

MAYORAL APPOINTMENTS

OFFICE OR POSITION

City Administrator.....	Betty Thompson
City Clerk	Julie Stutzman
Assistant Clerk	Erin Burkdoll
City Treasurer	Betty Thompson
City Attorney	Patrick Walsh
Municipal Judge	Taylor Wine
Municipal Court Clerk.....	Darrel Manning
Local Freedom of Information Officer	Julie Stutzman
Maintenance Supervisor	David Wilson
Chief of Police.....	Darrel Manning
Nuisance Ord. 772, 773 Enforcement Officer	Darrel Manning
Tall Grass/Weed Ord. 647/774 Enforcement Officer	Darrel Manning
Building Inspector/Zoning Administrator	Darrel Manning
Enforcement Officer for Ord. 587-Unsafe Structures.....	On-call Engineer
Enforcement Officer for Ord. 613-Fire Damaged Structures.....	On-call Engineer
Public Wholesale Water Supply District #12.....	Russell Swanson
Official Depository.....	Lyndon State Bank
Official Newspaper	The OS CO Herald-Chronicle

PLANNING AND ZONING COMMISSION (5 Members – 3-Year Appointments):

Position 1. Charna Williams, appointment to May, 2016

Position 2. Deb Edwards, appointment to May, 2018

Position 3. Peggy Clark, appointment to May, 2016

Position 4. Travis Brown, May, 2016

Position 5. **OPEN**, appointment to May, 2018

USD 421-CITY JOINT RECREATION COMMISSION (Two of 5 members/4-yrs):

3-Year Position – Jacque Miller, appointment to May, 2019

2-Year Position – Matt Bones, appointment to May, 2017

LYNDON TREE BOARD (9 Members – 3-year appointments, as amended by Ord. 725)

Position 1. Brad Loveless, to May, 2016 Position 6. OPEN, May 2017

Position 2. Linda Harrington, to May, 2018 Position 7. OPEN, May 2017

Position 3. Rick Schmidt, to May, 2018 Position 8. OPEN, May 2017

Position 4. Leisa Alberts, to May, 2017 Position 9. OPEN, May 2017

Position 5. Steve Zerr, to May, 2017

COUNCIL PRESIDENT – Chris Cole, as elected by Council Members